

Legend: E - Essential  
D - Desirable  
N - Nice-to-have  
\* - Image objective

S E C R E T

FY 86 OFFICE-LEVEL OBJECTIVES

as of 31 Mar 86

Budget & Fiscal Branch (B&FB).

- D. 1. Develop uniform monthly/quarterly budget-review reporting standards for OL functional elements.
- D. 2. Enhance coordination between Finance Officers assigned to OL elements.

New Building Project Office (NBPO).

- E. 1. Plan, monitor, and complete road design for Rt. 123; coordinate for award of construction contract.
- D. 2. Consolidate information and plan for written history of New Bldg project.
- D. \* *Comp* 3. Provide OJT to OL engineering personnel....
- D. \* *Comp* 4. Improve management of the New Bldg construction project through weekly scheduled meetings with SH&G, GSA, site security, and NBPO.

Information & Management Support Staff (IMSS).

- E. \* 1. Reduce OL file holdings (joint w/staffs and divisions).
- 25X1. 2. Manage the design (and construction) of  DAC expansion.
- D. 3. Update LIs/LNs dated before 1984 (joint w/OL staffs and divisions).
- D. 4. Study feasibility of creating a commo/computer-based means to request material from overseas sites.
- E. \* 5. Publish OL Yellow Pages.
- D. \* 6. Expand use of lectures/presentations on personal property claims.

S E C R E T

**S E C R E T**

**FY 86 Office-Level Objectives as of 31 Mar 86 (cont'd)**

- 25X1 \* 7. Develop/distribute a flow chart  (accounting for lost, damaged  
and destroyed Government property).
- D. \* 8. Schedule information-handling audit in OL.

**Personnel & Training Staff (P&TS).**

- E. 1. Initiate a formal schedule of briefings for OL careerists on personnel matters.
- D. 2. Update OL Personnel Handbook.
- E. 3. Update Handbook for Evaluation Panel members.
- D. 4. Develop an automated data base for training information.

**Procurement Management Staff (PMS).**

- E. 1. Cancel outdated Procurement Notes.

**Security Staff (SS).**

- E. <sup>supplies</sup> 1. Develop computer program to track reinspections of contractor facilities.
- E. 2. Update the Standard Security Procedures for contractors.
- D. \* 3. Establish a dynamic security-education program.
- D. \* 4. Enhance Security Staff presentation at OL orientation....

**Facilities Management Division (FMD).**

- 25X1 E. 57 1. Design/install an OL/FMD Management Information System (w/IMSS/DAS).

**S E C R E T**

**FY 86 Office-Level Objectives as of 31 Mar 86 (cont'd)**

- D. 2. Study staff vs. contractor distribution for O&M area.
- D. 3. Reallocate HQ-facility parking.
- D. 4. Conduct a study of courier population to determine ways to reduce turnover.
- 25X1' \* 5. Establish a quick-reaction furniture program.
- D. 6. Upgrade/automate the HQ Bldg elevators.
- N. 87 7. Replace all ground floodlights on the HQ compound.
- D. \* 8. Enhance FMD image.

**Printing & Photography Division (P&PD).**

- E. 1. Attain authorized personnel strength in P&PD.
- E. 2. Upgrade professionalism of workforce through Co-op Program and internal training.
- D. 3. Conduct a baseline survey of P&PD requirements.
- D. 4. Provide electronic interfacing for computer graphics.
- D. 5. Improve P&PD working environment.
- N. 6. Standardize ink colors for all Agency publications.
- E. \* 7. Conduct seminars on P&PD's operation.
- E. \* 8. Centralize planning services for image enhancement and efficiency.
- E. \* 9. Provide priority treatment for work requests from sister organizations.

**S E C R E T**

**FY 86 Office-Level Objectives as of 31 Mar 86 (cont'd)**

**Procurement Division (PD).**

- E. 1. Institute evening shift for clerical support.
- E. 2. Prepare two-day "Introduction to PD" training course for contract-officer interns.
- E. 3. Develop standardization of equipment and consolidate maintenance contracts where feasible.
- D. \* 4. Implement a Procurement Request Receipt Form.
- E. \* 5. Implement a PD visitation program.

**Real Estate & Construction Division (RECD).**

- 25X1. *comp* [redacted]
- 25X1. 2. Design and renovate first floor [redacted]
- E. 3. Implement EBOB management of parking at external buildings.
- 25X1. *comp* [redacted]
- E. *comp* [redacted]
- E. 6. Review and evaluate position descriptions and grades.
- 25X1. [redacted]
- D. 8. Review RECD delegations of contracting authority.
- D. 9. Publish handbook of RECD procedures.
- D. \* *uncl* 10. Evaluate software packages for PCs (tracking project).

S E C R E T

FY 86 Office-Level Objectives as of 31 Mar 86 (cont'd)

- N. *Implement* 11. Develop and implement a system for tracking real-estate transactions (Wang).
- N. *Implement* 12. Enhance Co-op Program.
- D. *\* Implement* 13. Develop an RECD media presentation.
- E. 14. Reduce RECD file holdings and streamline RECD paper flow.  
Supply Division (SD).
- ILLEGIB 1. Expand OL operational activity
- E. 2. Replace/rewrite Federal Automated Requisitioning System (FARS).
- 25X1, 3. Establish Wang Alliance system
- D. *Can establish* 4. Stock vehicles for Agency customers.
- D. *Comp* 5. Accelerate Supply-Officer Training Program.
- D. 6. Establish SD Co-op Program.
- D. ? 7. Examine all overseas positions for uniformity of grades in relationship to responsibilities.
- N. 8. Implement changeover of annual dollar-value reporting from OF to OL.
- D. *defend* 9. Establish in-house Wang program for control of shipping indicators.
- D. \* 10. Implement Project Update II.
- E. \* 11. Measure responsiveness to customer requirements.

S E C R E T

S E C R E T

FY 86 Office-Level Objectives as of 31 Mar 86 (cont'd)

<u>Recap</u>	<u>E</u>	<u>D</u>	<u>N</u>	<u>Total</u>
B&FB		2		2
NBPO	1	3		4
IMSS	3	5		8
P&TS	2	2		4
PMS	1			1
SS	2	2		4
FMD	1	6	1	8
P&PD	5	3	1	9
PD	4	1		5
RECD	6	5	2	13
SD	4	6	1	11
Totals	29	35	5	69

S E C R E T